



### APPM Policy: Hiring Graduate Students as Proctors/Graders using an overload

Each semester faculty need to hire graduate students (who already hold a 50% TA or RA position) as exam proctors and graders. The additional work requires overload approval from the graduate school. The below information will help you navigate the rules regarding these overload hours and provide you with helpful suggestions.

#### **There are limits to the hours a graduate student (PhD & MS) can work.**

For a student to be appointed more than 50% (20 hours/week- typical of fall/spring TA/RA positions) in any capacity, the department must petition the Graduate School for an exception to the 50% rule prior to the appointment. The overload petition forms are processed by APPM's GPA ([amgradco@colorado.edu](mailto:amgradco@colorado.edu)). **Please note that international students may never work over 20 hours/week while classes are in session due to visa restrictions. There are no exceptions.**

The total of all appointments during the academic year (Fall/Spring) should never exceed 25 hours/week for domestic students (this is equivalent to a 62.5% position). A student may be appointed up to 100% during the summer without filing an exception.

- TA's that already have an overload (Lead TA or TA course assignment overloads) are at a 56% time appointment during the fall and spring semesters. These 56% appointment students are only allowed to have an additional 6.5% overload \*with grad school approval\* which is 2.6 hours/week. This means they could only grade or proctor 2.6 hrs max in one week.
- For other TAs/RAs already on a standard 50% time (20 hours a week) appointment during the fall and spring semesters, the maximum overload they are allowed is a 12.5% \*with grad school approval\* which is 5 hours/week. This means they could only grade or proctor 5 hrs max in one week.

**Students cannot work more than their hourly weekly amount (20-25 hours max/week) regardless if this is a one time event.** This means if they have a 50% TA or RA position and are approved for a 5 hour overload they cannot grade/proctor for more than 5 hours that week.

**Any overload hours should be approved in advance with an overload petition and should not be requested after grading/proctoring has taken place.**

Reminders:

- Make sure you are not selecting international students for any grading/proctoring/extra work hours.
- Contact [am\\_acnt@colorado.edu](mailto:am_acnt@colorado.edu) and [amgradco@colorado.edu](mailto:amgradco@colorado.edu) right away when you know you will need to hire hourly exam related positions.



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- **APPM Professional MS students (PMDs) are not eligible for graduate appointments and do not require overloads or additional graduate school approval to work as a proctor or grader.** They can work up to 20 hours per week max. These students are unfunded and eager to sign up for these positions. We highly recommend using PMD students for proctor/grading needs when possible. Email [amgradco@colorado.edu](mailto:amgradco@colorado.edu) with information regarding your proctor/grading needs and they will advertise to the PMD listserv.